

## EnMS Training Needs Planning Matrix (example)

Location: \_\_\_\_\_ Anytown Facility \_\_\_\_\_

Date: \_\_\_\_\_ 8/15/201X \_\_\_\_\_

Completed by: \_\_\_\_\_ Jerry Whiteman \_\_\_\_\_

WHAT TRAINING IS NEEDED?	WHO NEEDS THE TRAINING?	WHAT INFORMATION IS NEEDED? WHAT EnMS DOCUMENTS (if any) ARE INVOLVED?	WHO IS RESPONSIBLE FOR CONDUCTING THE TRAINING? (Position)	HOW/WHERE WILL THE TRAINING BE DONE?	WHEN WILL THE TRAINING BE DONE?	WHAT WILL BE THE RECORD OF TRAINING
<i>General EnMS Awareness</i>	<ul style="list-style-type: none"> <li>• All employees</li> <li>• New hires</li> <li>• On-site contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Energy Policy</li> <li>• General EnMS Awareness PPT Presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Energy Management Representative</li> </ul>	<ul style="list-style-type: none"> <li>• Management meetings</li> <li>• Shift meetings</li> <li>• New Hire Orientation</li> <li>• Contractor Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Annually</li> <li>• New Hire Orientation</li> <li>• Monthly Contractor Orientation</li> </ul>	<ul style="list-style-type: none"> <li>• Signature sheets</li> <li>• Signature cards for contractors</li> </ul>
<i>!POWER DOWN! Office Electrical Energy Conservation Program</i>	<ul style="list-style-type: none"> <li>• All Office Personnel</li> <li>• New office staff hires</li> </ul>	<ul style="list-style-type: none"> <li>• !POWER DOWN! Tip Sheets and Checklist</li> </ul>	<ul style="list-style-type: none"> <li>• HR Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly staff meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly</li> </ul>	<ul style="list-style-type: none"> <li>• !POWER DOWN! Training Certificates</li> </ul>
<i>Departmental-Specific EnMS and SEU Awareness*</i>  <i>*based on current version of the SEU Control Chart = Boiler and Ovens</i>	<b>BOILERS</b> <ul style="list-style-type: none"> <li>• Boiler operators</li> <li>• Maintenance personnel</li> </ul> <b>OVENS</b> <ul style="list-style-type: none"> <li>• Oven Operators</li> <li>• Maintenance Personnel</li> </ul>	<ul style="list-style-type: none"> <li>• Impacts of their activities on energy consumption</li> <li>• Actual/potential energy consequences of not following procedures</li> <li>• Applicable operational controls</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Training meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly as needed</li> </ul>	<ul style="list-style-type: none"> <li>• Departmental training record</li> </ul>

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<i>Significant Energy Uses Awareness</i>	<ul style="list-style-type: none"> <li>• <i>Onsite contractors</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Actual and potential impacts of their activities on energy consumption</i></li> <li>• <i>Energy consequences of not following procedures</i></li> <li>• <i>Relevant operational controls</i></li> <li>• <i>Contractor Energy Awareness Brochure</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Maintenance Manager</i></li> <li>• <i>Departmental Managers</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Contractor Energy Awareness Video &amp; Briefing Session</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Monthly Contractor Orientation and as needed</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Signature cards</i></li> </ul>
<i>ISO 50001 EnMS Lead Auditor Training</i>	<ul style="list-style-type: none"> <li>• <i>Energy Management Representative</i></li> <li>• <i>Maintenance Supervisor</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>ISO 50001 Standard</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>RABQSA-Accredited Training Provider (External)</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Publicly Available ISO 50001 Lead Auditor Training Course</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Initial Training November 201X, then as needed</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Certificates of Course Completion &amp; Competency</i></li> </ul>
<i>ISO 50001 EnMS Internal Auditor Training</i>	<ul style="list-style-type: none"> <li>• <i>Internal Auditors</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>ISO 50001 Standard</i></li> <li>• <i>Internal Audit Procedures</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Energy Management Representative</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Classroom training</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Quarterly</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Training Certificates</i></li> </ul>